

# MONROE COUNTY

## JOB DESCRIPTION

<b>Position Title:</b> SR TECHNICIAN MAINTENANCE		<b>Date:</b> 01/19/99
<b>Position Level:</b> 7	<b>FLSA Status:</b> Nonexempt	<b>Class Code:</b> 7-31

### GENERAL DESCRIPTION

Primary function is responsibility for the preventative maintenance and upkeep of two county facilities.

### KEY RESPONSIBILITIES

1. \*Maintain and service HVAC system.
2. \*Maintenance of physical structures and grounds including painting as needed.
3. \*Maintain and monitor fire alarm mechanics.
4. Plan and coordinate special projects and develop cost effective and efficient plan to complete job.
5. \*Oversee contractual work.
6. Coordinate use of buildings for special events.
7. Maintain records and supply budgetary input.
8. Troubleshoot electrical and plumbing and repair as needed.
9. Check and maintain tools and equipment periodically in order to ensure proper operation and safety.
10. Keep work area clean and organized and use safety cones and signage when required.

\* Indicates an "essential" job function.

The information on this description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this job.

<b>Position Title:</b> SR TECHNICIAN, MAINTENANCE	<b>Class Code:</b> 7-31	<b>Position Level:</b> 7
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<b>KEY JOB REQUIREMENTS</b>	
<i>Education:</i>	Vocational or technical school , certification, training or apprenticeship required beyond high school.
<i>Experience:</i>	3 to 5 years.
<i>impact of Actions:</i>	Makes recommendations or decisions which usually affect the assigned department, but may at times affect operations, services, individuals, or activities of others outside of the assigned department.
<i>Complexity:</i>	Varied: Work is complex and varied and requires the selection and application of technical and detailed guidelines. Problems are not easy to identify, but are similar to those seen before. Moderate analytic ability is needed to gather and interpret data where results/answers can be found after analysis of several facts. Solutions can often be found by using methods chosen before in other situations.
<i>Decision Making:</i>	Varied: Supervision is present to establish general objectives relative to a specific project, to outline the desired end product and to identify potential resources for assistance. Independent judgment is required to identify, select, and apply the most appropriate of available guidelines and procedures, interpret precedents, and adopt standard methods or practices to meet variations in facts and/or conditions.
<i>Communication with Others:</i>	Requires regular contact within the department and with other departments, outside agencies and the general public, supply or seeking information.
<i>Managerial Skills:</i>	Has responsibility or authority which is limited to the direction of temporary workers.
<i>Working Conditions/ Physical Effort:</i>	Work requires occasional physical exertion and/or muscular strain. Work involves several disagreeable elements and/or exposure to job hazards where there is some possibility of injury.
<i>On Call Requirements:</i>	On-call 24 hrs pending disasters.
<i>Other:</i>	Florida Driver's License.

APPROVALS		
<i>Department Head:</i>		
Name: _____	Signature: _____	Date: _____
<i>Division Director:</i>		
Name: _____	Signature: _____	Date: _____
<i>County Administrator:</i>		
Name: _____	Signature: _____	Date: _____

<b>Position Title:</b> SR TECHNICIAN, MAINTENANCE	<b>Class Code:</b> 1164	<b>Position Level:</b> 7
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On this date I have received a copy of my job description relating to my employment with Monroe County.

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_